



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: March 2, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement March 3, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, March 16, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Denise Hamilton or Jennifer Sunderland at 217/782-5594.

TM V

ITS Program Specialist
Bureau of Urban Program Planning
Office of Planning & Programming
Schaumburg

Attachments
40726

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, March 16, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. **NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager V	Salary Range:	\$6,020 - \$10,210
Position Title:	Intelligent Transportation Systems Program Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW415-23-10-304-40-01	IPR#:	40726

Office/Central Bureau/District/Work Address:

Office of Planning & Programming/Bureau of Urban Program Planning/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for the development and administration of Illinois Department of Transportation (IDOT) initiatives related to the planning, development and deployment of multi-modal Intelligent Transportation System (ITS) initiatives.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional statewide travel with overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of a master's degree preferably with courses in business administration, economics, public finance, public administration and/or transportation engineering
- Seven years experience in business administration, economics public administration and/or transportation engineering
- Ability to present technical information to others with clarity and precision
- Knowledge of the ITS project planning process
- Strong Microsoft Excel and Microsoft Word skills
- Ability to plan, organize and execute administrative or technical program requirements

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	December, 2013	POSITION:	Intelligent Transportation Systems Program Specialist
APPROVED BY:	<u>Karen Shoup</u>	OFFICE/DIVISION:	Office of Planning and Programming Bureau of Urban Planning and Programming
CODE:	PW415-23-10-304-40-01	REPORTS TO:	ITS Program Manager

Position Purpose

This position is accountable for the development and administration of Illinois Department of Transportation (IDOT) initiatives related to the planning, development and deployment of multi-modal Intelligent Transportation System (ITS) initiatives.

Dimensions

Budget	\$10 Million Annually
Federal-Aid Programs	\$4 Million Annually

Nature and Scope

This position reports to the ITS Unit Manager as does another ITS Program Specialist and ITS Program Assistant. There are no subordinates reporting to this position.

This position functions in an environment where the design, development and deployment of ITS projects are formulated. Federal, state, regional, and local agencies and private sector interests must be embraced for these initiatives. The ITS Program Specialist assists in determining which initiatives should be considered for use in Illinois and also assists in the deployment of selected initiatives.

The greatest challenge of this position is to develop procedures and strategies that facilitate and monitor the performance of individual projects from inception to completion. This includes active involvement with internal and external interests to secure project funding, assisting in the development, review, approval, and funding of individual project applications by eligible participants, preparing and securing approval of all necessary agreements and work orders with federal agencies, managing and/or providing Department guidance in project contracting and execution phases, and working with all responsible agencies for project close-out. This position also involves provision of engineering guidance and expertise in the design, development, and deployment of individual ITS projects. The incumbent will be responsible for working with internal ITS engineering personnel across all Department highway districts and the Central Office to advance the IDOT ITS Program. In addition, this position is responsible for resolving any issues that are experienced in the development and monitoring of contracts with both public sector agencies and private sector interests. Some of these issues are complex due to the unique nature of the ITS industry.

This position possesses considerable input in the program development for ITS initiatives and major accountability for the various aspects of the program. The incumbent is responsible for conducting all necessary meetings with relevant parties for project development and contract compliance. The position is responsible for maintaining a working knowledge of all relevant state and federal procedures and guidelines, and developing proposals to modify Department procedures or legislation that would improve the effectiveness of ITS program implementation.

The incumbent has the responsibility to provide feedback and guidance relating to the development of the ITS program budget, to ensure that adequate program funds are available to complete current and planned initiatives, and provide for completed initiatives that comply with all federal and state regulations. These responsibilities have significant impacts on the implementation of ITS technologies in Illinois.

The incumbent's contacts outside the Department include a variety of public and private sector officials, including program managers, financial officers and engineers. Within the Department, the ITS Program Specialist works closely with staff from the Office of Planning and Programming, Bureau of Urban Program Planning, and Office of Federal Affairs, the Office of Finance and Administration, Bureau of Business Services (from both financial and contractual perspectives), Office of Finance and Administration Project Control and Office of Internal Audit, Office of Chief Counsel, program engineers and implementation staff from all of the Department's highway districts and Central Office, and other agency staff as appropriate. Occasional statewide travel with overnight stays is required.

The effectiveness of this position will be measured by the timely implementation of ITS projects and the effectiveness in monitoring financial aspects of such projects.

Principal Accountabilities

1. Develops and maintains a system to manage federal and state ITS grants.
2. Prepares and manages ITS contracts for which the ITS Program Office is responsible.
3. Serves as lead ITS Program Office contact in working with federal agencies in the preparation of ITS project applications, preparation and performance of contracts, and financial oversight responsibilities.
4. Conducts budget analysis and projections relating to Department and Illinois ITS needs.
5. Maintains and ensures the currency and quality of Department records for ITS projects.
6. Provides administrative oversight and technical support for projects assigned by the ITS Program Manager.
7. Serves as Project Manager for ITS initiatives assigned by the ITS Program Manager.
8. Provides financial, funding and grant management support and oversight for ITS projects being planned, deployed and operated by IDOT highway districts and bureaus statewide.
9. Works with both internal and external parties to maximize the development and deployment of ITS projects. Also, performs necessary tasks to ensure prompt payment and receipt of funds for ITS projects.
10. Performs outreach and training to maintain IDOT's lead position in ITS, including participation on regional, statewide, multi-state, national and international ITS coalitions and task forces.
11. Provides in-house technical expertise and guidance on ITS applications that enhance the safe, effective, and optimal operation of the Illinois surface transportation system.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.